

UTAH ARMY NATIONAL GUARD

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| ANNOUNCEMENT | | DATE |
| ARMY 15-022 | | 14 April 2015 |
| POSITION TITLE | MAXIMUM GRADE | MOS/AOC |
| Training NCO | SSG/E6 | 35M/35L |
| LOCATION OF POSITION | | |
| D Co. 141st MI BN (LING) | | St. George, Utah |
| OPENING DATE | | CLOSING DATE |
| 14 April 2015 | | 5 May 2015 |

**FULL-TIME VACANCY
ANNOUNCEMENT
SUBMIT APPLICATION TO:
UTAH NATIONAL GUARD
ATTN: HRO-A
12953 Minuteman Drive
DRAPER, UTAH 84020-1776
TELEPHONE: (801) 432-4315
APPLICATIONS SUBMITTED IN
POSTAGE PAID FEDERAL
ENVELOPES ARE IN VIOLATION
OF 18 USC SECTION 1719 AND WILL
NOT BE CONSIDERED.
FAXED APPLICATIONS WILL NOT
BE ACCEPTED.
www.ut.ngb.army.mil/hro**

THIS POSITION IS AN ACTIVE DUTY AGR TOUR

WHO MAY APPLY: Current AGR Soldiers, members of The Utah Army National Guard or Service members eligible to become a member of the Utah Army National Guard.

HOW TO APPLY:

AGR SOLDIERS: Current Utah Army National Guard AGR soldiers may apply by submitting a completed NGB 34-1 to HRO-A. If not MOSQ, submission of ASVAB scores is mandatory.

NON AGR SOLDIERS: the following forms and documents are required: **(No Binders – HRO will discard binders).**

1. NGB Form 34-1 (Nov 13). **Application must be signed**
2. Current IMR (Individual Medical Readiness) from MEDPROS with a copy of any permanent profile, if applicable.
3. Personnel Qualification Record (PQR) or Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
4. Statement of all active service performed. DD Form 214 / DD Form 1506/ or RPAS statement.
5. DA photo, three-quarter length photo in ACU or Service uniform.
6. Copy of ASVAB scores if not MOSQ.
7. DA 705, with a passing score within the last 6 months//DA 5500 or 5501 if applicable.
8. Last three OER's or NCOER's. Applicants without an OER/NCOER will submit a performance evaluation from their supervisor.
9. An over grade applicant must indicate in writing a willingness to be administratively reduced in grade.

IMPORTANT! PLEASE READ DISCLAIMER: you, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

QUALIFICATIONS for initial entry into AGR program:

Enlisted: Applicants for positions in grade E5 and below will have 12 months to become MOS qualified. If E6 or above must be MOS qualified for the position or service member will be reduced to E5 and given 12 months to become MOS qualified. Applicant's military grade cannot exceed the maximum military grade authorized. **Applicants with temporary profiles will not be considered for position.**

Sustainment

For the purpose of sustainment requirements, Soldiers who are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

OTHER REQUIREMENTS:

Individual selected for this position will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code. Individuals must: Meet the initial entry eligibility requirements of AR 135-18 and NGR 600-5. The basic job qualifications are listed on the attached Position Description; * **Must** have a qualifying Periodic Health Assessment (PHA) at an active duty medical facility, an ARNG medical unit, or US Army Reserves medical unit, IAW Chapter 3, AR 40-501 within 12 months and HIV test accomplished within 24 months prior to initial entry into the AGR program. Must be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date. Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance.

SELECTING SUPERVISOR: CPT Austin

VICE: Bushman

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE

Training NCO

1. INTRODUCTION

This position is located in Company/Unit size troop units. The Training NCO provides full-time support to develop and administer a unit training program to enhance training and improve the mobilization functions and provide day-to-day supervision of the unit training program.

2. DUTIES AND RESPONSIBILITIES

A. Soldier is responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives.

B. Soldier drafts training schedules for approval which comply with command guidance and directives and publications of higher headquarters. Maintains the training library, unit TEC center and related training equipment. Maintains accounts and prepares requisitions for training aids, films and all appropriate training support materials.

C. Prepares materials for advising the unit commander on unit mobilization posture and requirements. Maintains the unit mobilization plan and provides the information required for the unit status report.

D. Maintains the unit MOS qualification training program. Advises and assists the first-line supervisors in implementation and conduct of the supervised-on-the-job training (SOJT) programs. Advises enlisted personnel on military education requirements and prepares applications for Army Service schools and Army extension courses. Maintains records for the above programs, monitors the progress of enlisted personnel and provides qualification information to the personnel section for personnel records updating.

E. Attends all unit training assemblies, additional training assemblies and annual training periods providing assistance and guidance in the preparation for and execution of unit training. Conducts preparatory visits as required to training sites to ensure availability of and to procure required training areas, ranges, and training equipment.

F. Prepares reports, briefing materials and correspondence related to training as required by the Readiness NCO, the commander and higher headquarters.

G. Prepares and maintains the unit mobilization loading plans.

H. Attends schools and conference as required by the commander and subsequently trains unit personnel using the information and skills acquired.

I. Reviews and critiques trainer preparation and rehearses training presentations as directed. Provides instruction to the unit in his/her area of expertise.

J. Performs other duties as assigned.

3. SUPERVISORY CONTROLS

Works under the direct supervision of the Readiness NCO or the senior full-time support soldier. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based on accomplishment of established objectives.

4. QUALIFICATIONS

A. Must be qualified for initial entry into or continued service in the AGR program IAW NGR 600-5.

B. Required to be or to become fully qualified in an MOS within the predominant career management field authorized in the MTOE of the unit.

C. Must possess state driver's license and be qualified to operate military vehicles which are organic to the unit.